



ETHICS TRAINING

Training for employees and officials of the City of Bridgeport

Important

- **Ethics Ordinance 2.38 is the official document that defines ethics requirements.**
- **Information provided herein is believed to be accurate in all respects; however, it does not constitute legal advice and may not be relied upon for any purpose other than as a general source of information.**



The essence of ethics in State and City Government is ...

...intended to prevent city officials and employees from using their public position or authority for personal, financial benefit.

State and city government ethics rules are a subset of general ethics



City of BRIDGEPORT

Documents defining city Ethics are:

- Ethics Commission Ordinance 2.38
- A Citizen's Guide to the City of Bridgeport's Ethics
- Ethics Policy Revised and Restated
- These documents are on the Ethics webpage

Pages 12 and 13 show how to access the ethics
webpage



An overview of Ethics Ordinance 2.38

- 2.38.010 Purpose of chapter
 - Discusses the importance of Ethics in City government
- 2.38.020 Definitions of terms
- 2.38.030 Standards of Conduct
 - Defines prohibitions and specific conflicts
- 2.38.040 Defines the Commission on Ethics
 - Powers and Duties
 - Complaint and Advisory Opinions procedures



City of BRIDGEPORT

Excerpts from 2.38.020 Definitions

- **Employee:** any employee of the City including any teacher employed by the Board of Education
- **Official:**
 - Any elected officer in the executive or legislative branch of City government
 - Any member of a City agency, board, or commission
- **Gift: Anything of value:** Generally not allowed
 - See Ethics Ordinance 2.38.020 for exceptions
 - Example: Food and or beverage less than \$50 per person consumed on a single occasion is an exception
- **Personal Interest is any interest arising from**
 - Blood, marriage, or marriage-type relationships
- **Person includes**
 - Business and individual corporation, union association, club, etc



This summary is for training purposes

Brief Summary of violations from Standards of Conduct Ethics Ordinance 2.38.030. It is a violation to:

- Engage in any business or transaction in substantial conflict with City duties
- Receive gifts which might be intended to influence the performance of City duties
- Have an outside interest in any contract or financial dealings with the City in the same area of City business performed by the individual

For more details consult Ordinance 2.38 or request an Advisory Opinion from the Ethics Commission



This summary is for training purposes

Brief Summary of violations from Standards of Conduct Ethics Ordinance 2.38.030. It is a violation to:

- Engage in any business or have a financial interest which is incompatible with or could impair the discharge of City duties
- Disclose confidential information about the City's affairs or use it for personal gain
- Vote upon or otherwise participate in any transaction in which you have a personal or financial interest

For more details consult Ordinance 2.38 or request an Advisory Opinion from the Ethics Commission



This summary is for training purposes

Brief Summary of violations from Standards of Conduct Ethics Ordinance 2.38.030. It is a violation to:

- Use city owned property for personal convenience or profit
- Provide false information on an official form provided to the City
- Use their official position to retaliate against any person who files an ethics complaint

For more details consult Ordinance 2.38 or request an Advisory Opinion from the Ethics Commission



This summary is for training purposes

Brief Summary of violations from Standards of Conduct Ethics Ordinance 2.38.030. It is a violation to:

- Have an outside interest in or enter into any contract or financial dealings with the City unless the contract has been awarded through an open and public process
- Use a City position to secure preferential treatment or protection for yourself or any person

For more details consult Ordinance 2.38 or request an Advisory Opinion from the Ethics Commission

This summary is for training purposes

Excerpts from 2.38.040 Commission on Ethics

D. Powers and Duties.

- The commission has no authority to discipline any official or employee found in violation of the ordinance after a full hearing
 - The commission will report any violations to the appropriate appointing authority and may recommend disciplinary action

E. Advisory Opinions.

- Any official or employee may request an Advisory Opinion from the commission

For more details consult Ordinance 2.38 or request an Advisory Opinion from the Ethics Commission



Summary of 2.38.040: Complaints and Advisory Opinions

- **To submit a complaint**

- Forms are available on the ethics website
- Can be obtained (in strictest confidence) from the City Clerk's office
- Mail or deliver **"in care of the Ethics Commission"**
 - City Clerk's office
 - Envelope will be opened only by the Ethics Commission or their staff
 - Complaint must be kept confidential and not revealed to a third party
 - Complaint must be within 2 years of occurrence of the violation

- **To request an advisory opinion**

- Mail or deliver **"in care of the Ethics Commission"**
 - City Clerk's office
 - Envelope will be opened only by the Ethics Commission or their staff

Any advisory opinion concerning the official or employee who requested the opinion, and who acted in reliance thereon in good faith, is binding on the commission.



How to access the Ethics webpage

- From the city website
 - Select “Find Ethics Information” in the right hand column of the website
 - Pages 13 and 14 show how to access the Ethics webpage



Accessing the Ethics Webpage from the City Website



The screenshot shows the BridgeportCT.gov website interface. At the top, there is a search bar and a language selection dropdown. Below this is a navigation bar with links for LIVING IN BRIDGEPORT, BUSINESS IN BRIDGEPORT, VISITING BRIDGEPORT, CITY SERVICES, and NEED CALL CENTER HELP? 203-576-1311. The main content area features a large image of a city street scene. To the right of the image is a 'TRENDING TOPICS' section with a link to 'Mayor Finch Announces Creation of Mayor's Youth Council'. Below this is a 'HOW DO I?' section with various service links. A blue arrow points from the text 'Click Here' to the 'Find Ethics Information' link in the 'HOW DO I?' section. The left sidebar contains 'City Highlights' and 'News Releases' sections with a list of recent news items. At the bottom, there is a 'CITY CALENDAR' section and a 'PROMOTIONS' section with a link to sign up for a newsletter. The Windows taskbar is visible at the very bottom of the screenshot.

Click Here



Ethics Webpage



The screenshot shows a web browser window with the address bar displaying www.bridgeportct.gov/content/89019/89540/97196/default.aspx. The page title is "BridgeportCT.gov". The navigation menu includes "LIVING IN BRIDGEPORT", "BUSINESS IN BRIDGEPORT", "VISITING BRIDGEPORT", "CITY SERVICES", and "NEED CALL CENTER HELP? 203-576-1311". The main content area features a banner for the "MARGARET E. MORTON GOVERNMENT CENTER". Below the banner, the breadcrumb trail reads "City Departments > Boards & Commissions > Ethics Commission > Ethics Commission Home Page". The main heading is "Ethics Commission Home Page". Underneath, there is an "Ethics Complaint Hotline" section with the number 203-576-8385 and a note that information is confidential. A section titled "Ethics Commission" lists several links: "Candidate Reviews for Boards and Commissions", "Citizens Guide", "Complaint Form", "Ethics Commission Meetings 2013", "Ethics Ordinance", "ETHICS POLICY REVISED AND RESTATED.pdf", and "Lobbying Ordinance". A sidebar on the right contains "CITY SERVICES" (Citizen Portal), "MAYOR'S OFFICE (Mayor's Page)" with a photo of the mayor and social media links for Twitter and Facebook, and a "Department Directory" with links to "Department Directory", "City Council", "City Clerk", "Town Clerk", and "Registrar of Voters". The Windows taskbar at the bottom shows the time as 3:37 PM on 12/21/2013.